

**RECREATION
SPECIALIST
NF-0188-03**

**OUTDOOR
RECREATION CENTER
MORALE, WELFARE
& RECREATION**

RECREATION SPECIALIST (NF-0188-03)

INTRODUCTION

This position is located in the MWR Division, Quality of Life Department, Naval Air Station, Lemoore, CA. Incumbent is responsible for planning, developing, organizing, implementing and evaluating base-wide community recreation programs, to include a variety of outdoor trips, a full scale outdoor rental program, retail store and an RV storage facility for adults and youth for the various seasons through the year. Participants vary in age, with youth under 18 being supervised through the Young Adult Program or by a parent or guardian. Program participants include active duty military, retirees, civilian employees dependents and bonafide guests. Participants come from base housing, BEQS, BOQS, and the local community as well as outreach locations to other military installations.

MAJOR DUTIES AND RESPONSIBILITIES

Within the established agency policy and objectives, plans the outdoor recreation program. Develops the natural land and water resources for selected outdoor recreation activities in basic categories (e.g. camping, boating and fishing), and those designed to meet more specialized interests and needs (e.g., skiing, horseback riding, scuba diving, rock climbing, and backpacking). Devises, improvises and adapts these various activities to fit the conditions of the natural environment, and to conform to limitations in funds, equipment and staff support.

Plans and coordinates food menus for all outings that can include breakfast, lunch and dinner menu items. Conducts all the shopping tasks to provide all items required for meals. Ensures that all meals are well balanced and nutritious and presented accordingly. Performs all the pre-meal tasks and cooks, prepares and cleans for all guests on trips that range from 10-30 people per outing.

Plans and coordinates the details of recurring and non-recurring activities, special events, and joint community undertakings so as to maximize use of resources consistent with the principles of natural resources development, conservation, sound usage, improvement and management. Outdoor field experiences related to above skill training, programmed as outings and trips, include day and weekend trips.

Provides input to operating budget (APF and NAF) for inclusion in the overall Division budget submission. Budget requests are based on needs assessment of the population served and include projected payroll, equipment awards, training, travel and lodging, maintenance and upkeep of facilities. Estimates projected income derived from fees, charges and other miscellaneous fund raising initiatives. Budget submissions must meet assigned self-sufficiency requirements and monitored on a regular basis to ensure that budgets are within the scope of submitted budgets.

Continuously evaluates the effectiveness of ongoing outdoor recreation activities from the standpoint of participation, participant, responses, resources, unforeseen *developments and program objectives. Adapts and varies program activities in light of findings.*

Assures that fire, safety, security and sanitation inspections are conducted and routine maintenance of facilities is performed. Takes remedial action as applicable to correct deficiencies. Ensures work requests are submitted to Public Works Department and monitors completion.

Incumbent is responsible for the Outdoor Adventure Center, Outdoor Adventure program, motorcycle locker boxes, RV storage facilities (2), and the stray animal kennels. Conducts maintenance on a variety of outdoor related items to include all camping gear, boating gear, trailers, etc. Provides technical training to staff to ensure that maintenance on items is done correctly. Refers to manuals, microfiche and IPB's to conduct maintenance.

KNOWLEDGE REQUIRED FOR THE POSITION

A college degree with an emphasis in Recreation which demonstrates knowledge of the basic policies, principles, goals, regulations and procedures for the administration of recreation programs or three years experience in an appropriate field of recreation, which serves as a foundation for training in the practical application of such knowledge of *ongoing recreation programs.*

Knowledge of the philosophy, objectives, principles, techniques and objectives of the overall Outdoor Program and the skill to interpret and promote the program through media, public appearance and other promotional procedures. Knowledge in planning, administering and conducting a wide variety of outdoor related activities with an entire scope of activities and their suitability for individuals, groups, ages and interests.

Skill in planning and leadership to devise and carry out recreation programs that will stimulate and sustain the interest of participants and so challenge and motivate their participation that they may benefit from the physical, psychological, and social values to be derived from recreational activities.

Knowledge in a variety of technical areas such as safety applications, specialized equipment, first aid/CPR, EMT procedures, forest service rules and regulations, national Park regulations. Incumbent must possess a class B drivers license with passenger endorsement.

Knowledge in planning, developing and implementing budget requirements.

SUPERVISORY CONTROLS

The incumbent follows the overall objectives of the Quality of Life Department.

Due to the nature and scope of the program, the incumbents day-to-day work must be carried out with considerable freedom and latitude. Supervisor reviews recommendations for adequacy, soundness of judgement, conformance with policies and program objectives.

Overall program and budget recommendations are reviewed for adequacy and appropriateness.

GUIDELINES

Written guidelines include program plans, rules and regulations that are pertinent to the management aspects of the program as a whole. Directives requiring mature judgement in their interpretation and adaptation to meet specific local program requirements. However, these do not completely cover activities and services of the more enhanced program, and are not sufficiently detailed to provide for specific steps and processes in program planning and management.

COMPLEXITY

The incumbent's work includes different unrelated processes, methods and procedures in various categories which pertain to a variety of recreational activities, and must be carefully managed to ensure efficiency and effectiveness. Incumbent must review goals frequently and revise when necessary to meet the ever changing leisure needs and diverse interests of the military community.

Decisions and recommendations as to which program activities will be undertaken require assessments of participants' interest and needs, of the availability of financial, physical, and human resources.

SCOPE AND EFFECT

The incumbent applies program policies and procedures to regular and conventional situations daily as it relates to activities, services and operations. Matters involving unique or more serious problems or questions affecting more uncommon activities are resolved by the Recreation Director, MWR Director or the assistant.

The activities and services provided by the incumbent at this level are highly visible because of close, personal contact, and directly contribute to the participant's morale, physical and mental well-being, and social development. Also, the program promotes the constructive development of lifetime recreational skills and a better understanding of our natural resources.

PERSONAL CONTACTS

The contacts are for the purpose of planning, implementing, and administering the Outdoor Recreation Programs, motivating participants, and arranging for necessary

assistant. Contacts with the general public are for the purpose of promoting the cooperation and collaboration of local business community members for supplies and services needed for the ongoing operation of programs.

PHYSICAL DEMANDS

Incumbent is required to drive an automobile, carrying passengers, and must possess a valid class B license, do considerable walking, standing, and exerts considerable energy while guiding participant's in a variety of outdoor activities. Administrative work is done in an office setting.

WORK ENVIRONMENT

The outdoor recreation activities overall involve risks and discomforts which require normal safety precautions typical of this recreation specialty. Incumbent is subject to minor scrapes, bruises, bug bites, snake bites, poison oaks, broken bones lacerations, cold waters and winter like conditions when on trips, that require more specific and special safety precautions.